

Approve Settlement - Motion to

Instructions:

Select *Bankruptcy*

Select *Motions/Applications*

Enter case number

Verify case number is correct

Select Document Event: [Settlement](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select if document Refers to Existing Event

Select Appropriate Event to which this event relates (if you have chosen to refer this document to an existing event)

- Narrow search by entering category type. Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.